

CITY OF BEAVERTON

Economic Development Project Coordinator

General Summary

Develop, implement and administer projects. Supervise support staff involved in achieving program results and assign or coordinate the work of others. Act as liaison between the City and community.

Key Distinguishing Duties

Conduct complex and comprehensive analyses for program projects.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Coordinate Economic Development projects as assigned. Develop, review and recommend approval of program work plans, services, policies, procedures and reports. Evaluate program effectiveness and recommend actions for improvement as necessary. Authorize payments to contractors and consultants.
2. Research, develop and recommend new economic development programs or projects. Recommend program improvements to existing programs.
3. Conduct business information research, analyzes and interprets fiscal, demographic, market and other business related economic data.
4. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
5. Provide technical services as needed in program area, including the more difficult, sensitive and demanding areas. Monitor and provide assistance to housing and public facility projects.
6. Conduct comprehensive analyses, technical investigations and research on projects or program related issues.
7. Develop, prepare and present reports and documents, including plans and codes, performance reports, consolidated plan submission and updates, administrative and fiscal reports. Coordinate related activities.
8. Prepare, recommend and monitor program budget. Provide explanation for variances. Ensure appropriate program documentation and reporting occurs.

9. Develop and coordinate competitive process for selecting public service projects for funding. Review fiscal, environmental and administrative documents and conduct site visits to monitor program compliance with local, state and federal requirements.
10. Promote and market programs. Provide positive public relations and customer service. Coordinate with other City departments, other agencies, school districts, businesses and customers. Develop and design materials to promote program area.
11. Monitor and provide assistance to business and property owners and business organizations involved in downtown redevelopment. Promote redevelopment opportunities downtown to private sector development interests. Prepare support data and information, including possible application of city incentives.
12. Review fair housing impediments and develop implementation strategy. Assist with coordination and administration of partnership programs, special housing projects and strategies.
13. Serve as a member of the Economic Development management team. May evaluate performance and program effectiveness and recommend action for improvement as necessary.
14. Participate in section operational processes including staff selection, budget preparation/monitoring, policy/procedure development and implementation.
15. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
16. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
17. Produce an acceptable quantity and quality of work that is completed within established timelines.
18. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
19. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
20. Participate in the City Emergency Management program including classes, training sessions and emergency events.
21. Follow standards as outlined in the Employee Handbook.
22. Support and respect diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary. May attend evening or weekend meetings.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of practices and principles of development/redevelopment and/or administration of CDBG/HOME programs.
- ◆ Working knowledge of the laws and regulations governing development/redevelopment and/or CDBG/HOME programs.
- ◆ Working knowledge of local, state and federal economic development programs, rules and regulations.
- ◆ Working knowledge of IDIS system and HUD record keeping requirements
- ◆ Working knowledge of practices and principles of public/business administration and decision-making.
- ◆ Strong knowledge of strategic planning methods with an emphasis on services related to assignments.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.

Skills/Abilities Required

- ◆ Strong skill in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to monitor and evaluate programs.
- ◆ Strong ability to facilitate group processes including conflict resolution and consensus building.
- ◆ Strong ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing, spreadsheet programs or other application software as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in business/public administration, urban planning, economics or political science or a related field and three years progressively responsible experience in managing urban planning projects, federal programs or public/non-profit projects or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

Classification created: October 2002

Revised: 11/04

Revised: 1/1/09

Status: M2

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date